

ESTABLISHING A JOB DESCRIPTION:

A proper job description is perfectly acceptable as a pre-employment tool in the selection procedure. It should also be used after the person is hired as part of the performance review procedure. The format of the written job description should be concise and should cover, at a minimum; the following (see Appendix E for examples):

1. **Job Title/Classification:** The title should be as precise and descriptive as possible. For example, rather than bus driver, titles such as bus driver-local or bus driver-rural are preferred.
2. **Job Summary:** A brief and concise summary statement designed to describe the overall function and purpose of the job. For example, a typical local driver job summary could be: Drives bus 101 to pick up, transport and drop off passengers over specified routes or between identified locations.
3. **Typical Duties:** Should include the major specific responsibilities assigned to this position. For a typical bus driver, this could include:
 - ☐ Drive vehicle safely under different traffic and weather conditions.
 - ☐ Interact with passengers in a courteous, professional and helpful manner.
 - ☐ Assist passengers in and out of vehicle, operate wheelchair lift and properly secure wheelchairs in vehicle.
 - ☐ Conduct pre and post trip vehicle inspections that require the ability to balance oneself, climb and strongly grip objects.
 - ☐ Push doors, windows, emergency hatches and other objects.
 - ☐ Complete a driver's trip log and other record keeping.
4. **Relationship:** This should clearly define to whom the employee reports in the chain of command. For example, for the bus driver the authority might be written: reports to the shift supervisor.
5. **Responsibilities:** This section should list the employee's job responsibilities that should closely parallel the "duties" section of the job standard.

RECRUITING:

Recruiting is the next step in the selection process. Often times, due to turn-over, organizations must recruit on a continuous basis, encouraging likely prospects to apply first to their company. Recruiting may ultimately become a selling process and no single recruiting technique is effective at all times and under all circumstances.

There are two basic types of recruiting:

Internal – seeking job applicants from within the organization, and

External – seeking applicants from outside the organization's current labor force.